

“Now Presenting”

Trainee Workbook



Agenda

What Skilled Presenters Do

Presenting with Confidence

Building Confidence

Staying Calm – Breathing and Visualizing

How to Present Like a Pro – Positive Body Language and Voice

It's OK not to Know

Building Confidence!



Something from my past that made me nervous	How I became more confident
Some things about leading classes that make me nervous	How I will become more confident

Preparing for Success



Prior to class

- Read and understand outline/script thoroughly
- Read/know Background info for answering questions
- Practice not using or reading from notes
- Personalize the presentation
 - Anecdotes, share from your experiences (only if applicable AND don't overdo it)
- Practice using the equipment, materials/props and PowerPoint

Immediately before the class

- Arrive early
- Set up room
 - Consider group size
- Have all necessary materials including handouts and posters
- Check your appearance
- Choose comfortable and appropriate attire
- Avoid distracting accessories
- Put cell phone on vibrate

During the class

- Introduce name, position, topic, length of session
- Keep track of your time
- Be prepared for interruptions

How to Present like a Pro:

Tips for Good Presentations

Effective Body Language

- Eye contact - look but don't stare. Try looking into someone's eyes for two to three seconds at a time.
- Look at everyone – don't forget people on the ends and don't just look at people who smile back. If you are uncomfortable at first, scan the room until you are more comfortable making eye contact.
- Facial expressions – have a natural smile. You can use your face to communicate.
- Sit or stand as appropriate – many WIC staff are more comfortable sitting to lead a class if the participants sit in a circle. This also encourages participants to talk more. Sometimes standing helps you be heard more.
- Posture, body and hand movement. Show confidence by sitting or standing straight and being aware of your hand and body movement.
- Gestures that help (model what you want from them: for example - raise hand after asking a question)



PRESENTATION PRACTICE

Hello! My name is _____

I'm a _____ (position)

Welcome! I'm glad you are here!

Today we will talk about _____ (topic)

It will last _____ minutes (time)

Before we begin, what questions do you have?

Your Voice Is Your Friend



- Volume – make sure you are loud enough so everyone can hear you
- Speak clearly
- Speed – you may have to slow down. Many people speak too quickly when they get nervous
- Friendly tone of voice - what do you sound like when you invite someone into your house?
- Vocal variety. People will be more interested in what you say if your voice varies between higher and lower pitches.
- Ask questions clearly. When you ask a question, make sure everyone knows it is question.
- Avoid “filler words” – such as “um”, “ah”, “like”, “so” (it IS ok to pause without saying anything)
- **Show enthusiasm** - If the presenter seems bored the learners probably will be bored too.

“I Don’t Know”

Some other ways to say I don’t know...

I’m not sure...

Good question. I can’t really say...

Wow – you stumped me...

I hadn’t heard that before. Let me find out for you....

That’s a new one. I’ll have to investigate...

What might I say?

Getting Ready for Your Successful Class

Imagine the next class you will teach. What will the topic be?

Now imagine seeing the class outline for the first time. How will you become familiar with this class? Will you add any notes or highlight or underline parts of it?

Imagine looking at any handouts or other materials for this class. What do you notice? If the class has slides, imagine yourself reviewing the slides.

Imagine there are some parts you don't understand something or have questions about. How will you get the answers to your questions?

Image yourself with time to practice the class before you have to teach it. Where would go to practice? How does it feel to practice it?

Imagine that you have prepared so well you feel very confident to teach this class.

Now imagine it's shortly before you teach the class. You are looking at the class outline, handouts, materials and slides again. Imagine that they feel like old friends.

Imagine using a technique to make you feel calm. Can you see yourself doing the breathing technique you practiced today? Can you see yourself visualizing the class you will teach in a moment? Where would you do this?

Imagine checking your appearance and turning off your cell phone.

See yourself arriving to the room early. What do you do to get the class ready?

Now imagine watching the WIC participants come into the class room. You are feeling good about the class they will have.

Imagine welcoming everyone, introducing yourself, your position, the class topic, and how long the class will take. You use good eye contact. Your voice is friendly, slow and confident. You have good posture and are smiling. Participants naturally see that you are the leader and respect you.

Imagine explaining all the material in the outline and leading all the activities clearly. Participants appreciate the information and the opportunity to be involved in the class. They are enjoying being there.

You invite participants to ask questions. If you get a question you can't answer, you smile and say "That's a good question. I'll have to find out!"

Imagine keeping track of the time and finishing just about on time. When the class is over, you know they participants appreciated it and learned something to help them and their families be healthier. Perhaps one or more people thank you. You know you did a good job leading this class, and feel confident about the next one